



July 29, 2014

**ADDENDUM NO. 002
INVITATION FOR BIDS NO. 2014-004
CUSTODIAL AND WINDOW CLEANING SERVICES
BRADLEY INTERNATIONAL AIRPORT**

Prospective bidders and all concerned are hereby notified of the following changes in the Invitation for Bids (IFB) document for Custodial and Window Cleaning Services at Bradley International Airport. These changes shall be incorporated in and shall become an integral part of the IFB documents.

Addendum Item No. 1

Attached please find copies of the pre-proposal meeting minutes, list of attendees, and questions and answers received prior to the established deadline.

Addendum Item No. 2

Bidders shall provide one (1) original and three (3) copies of their bid submission.

Addendum Item No. 3

The due date for bids has been extended one-week to no later than **2:00 p.m., Tuesday, August 12, 2014**, Eastern Standard Time.

This Addendum No. 1 consists of one (1) page and an eleven (11) page attachment.

Laurie A. Sirois
Manager of Grants, Contracts and
Procurement

END OF ADDENDUM NO. 2



**CUSTODIAL AND WINDOW CLEANING SERVICES
AT
BRADLEY INTERNATIONAL AIRPORT
INVITATION FOR BIDS NO. 2014-004**

MANDATORY PRE-BID MEETING MINUTES

A mandatory pre-bid meeting for the opportunity to provide custodial and window cleaning services at Bradley International Airport was held on Thursday, June 15, 2014 at 10:00 a.m. in the Conference Room Administrative Offices, Third Floor, Bradley International Airport. In attendance from the Connecticut Airport Authority (CAA) were: Robert Bruno, Director of Planning, Environmental and Engineering; Paul Pernerewski, General Counsel; Laurie Sirois, Manager of Grants, Contracts and Procurement; Ben Parish, Deputy Director of Operations; Trent Wright, Manager of Maintenance; Eric Chapman, Building Superintendent; Sally Snyder, Environmental Analyst; and Paul Lavallee, Transportation Engineer II.

Introductions:

Ms. Sirois opened the meeting to give an overview on the Procurement process and confirmed the following:

- This is a mandatory pre-bid meeting. Only firms that were in attendance today would be qualified to participate in the submission process.
- Confirmed all attendees filled in the attendance sheet and to provide a primary point of contact for each firm. This is the individual that would be responsible for all communications going forward. If a firm was not listed on the sign-in sheet, their bid would not be accepted.
- All questions and/or Request for Information are to be forwarded to Laurie Sirois, in writing, via e-mail only (lsirois@ctairports.org) no later than 3:00 p.m., July 22, 2014. CAA will share the response with all firms in attendance at today's meeting.
- Firms were advised there was to be no contact with any other CAA employees other than Ms. Sirois and all requests were to be submitted in writing via e-mail only.
- The deadline to submit a bid is 2:00 p.m., Wednesday, August 5, 2014. This will be a public bid opening and would be held at the address located in the bid document. Any bids received after this time would be returned unopened.

- The contract is to commence on October 1, 2014 for a 3-year period, with the option to renew for two additional one-year periods at CAA's sole discretion.
- Potential bidders were advised that Standard Wage Rates apply to this procurement.
- A handout was provided to all attendees that addressed questions which were received prior to the pre-bid meeting.
- There were several attendees that did not provide the necessary information to attend the tour of the secured areas. They were advised that this did not preclude them from bidding on the project and that they would still be able to submit a bid.

The meeting was then turned over to Mr. Ben Parish who provided the following overview of the areas covered under the contract:

- This contract is to clean approximately 300,000 square feet (sf) of space in the following buildings:
 - Terminal A 260,000 sf;
 - Federal Inspection Facility 32,000 sf;
 - Maintenance Facility 6,200 sf; and
 - Public Safety Building 4,000 sf.

Attendees were referred to the Invitation for Bids document for further details:

He then notified attendees that we would be touring these areas and to save any questions until after the tour was completed. Questions would not be answered during the tour in order to ensure all participants were offered the opportunity to hear all the information as it was presented.

Individuals touring the secured side of the areas to be cleaned were provided a CAA escort that they were to be with at all times and asked to stay together as a group and not wander off.

Temporary badges were to be returned at the end of tour, no exceptions.

Below is a listing of questions that were asked prior to the tour beginning:

Questions and Answers:

When will the questions be returned? **Questions would be responded to approximately one-week after their due date.**

Are pictures allowed to be taken? **Yes. Pictures could be taken in all areas with the exception of the security checkpoint.**

Will a list of attendees be provided? **Yes. They will be included in the notes from today's meeting.**

Walk-Thru:

Prior to the walk-thru it was stressed that all attendees were to provide any additional questions in writing via e-mail to Ms. Sirois. No questions would be accepted during the site tour.

The tour concluded at approximately 1:05 p.m. Below please find the list of questions and answers based on the tour.

Questions and Answers:

Can you provide the total number of areas and fixtures in each of the restrooms?

	SINKS	URINALS	TOILETS	SHOWERS
MAINTENANCE FACILITY	13	2	9	6
PUBLIC SAFETY COMPLEX	6	1	5	0
F.I.S	12	5	12	4
TERM A WEST	37	15	47	0
TERM A EAST	69	23	79	0

Who is responsible for cleaning the concourse restaurants and gift shop areas without gates – the tables in front of these areas? Vendors are responsible to clean their own furniture. All areas inside the light posts with the exception of the floors and the high areas are the responsibility of the Vendors. The cleaning firm is responsible for the floors and high areas.

Who is responsible for spills inside the food court areas? If the spill is inside the concessions area it is the responsibility of the vendor. If it is outside the area it is the cleaning firm's responsibility.

What about areas near the gateway and holdrooms? Refer to the bid document for this information.

How many closets with sinks are available and where are they located? These areas are located near every set of restrooms. Refer to the bid document for the amounts.

Where are the equipment storage areas? Adequate storage space will be provided in both the secured and non-secured sides; as well as the outlying buildings.

What is the timeframe for window cleaning? This will be coordinated with CAA staff; however, typically it is done during the less busy areas to avoid any potential conflicts.

Are the Safety Building and Maintenance part of the current contract? Yes.

Is there a better time for window cleaning – days vs. nights? No. It is generally completed when the public is not around. The high areas are completed off hours.

Is interior window cleaning of the high areas permitted during the busy time? Yes. As long as the area is coned off and coordinated prior with the CAA.

What is the traffic of the FIS Building? This is seasonal with approximately 3-4 flights a week in the November through April timeframe. Standard General Aviation traffic on the lower level approximately 12 times per week.

Do outlying buildings require parking passes to drive into? There is adequate parking at these buildings. The security badges rule who enters and exits these facilities.

Is there a fee for employee parking? The contractor coordinates the parking fees and spaces with Standard Parking. Please contact Standard Parking at (860) 627-3555.

What is the term of the contract? 3-year period, with the option to renew for two additional one-year periods at CAA's sole discretion.

What is the work order request process? Cleaning firm should notify the Building Superintendent who will coordinate as required.

The question and answer portion of the meeting concluded at 1:18 p.m.

Attendance:

Attached is a copy of the sign-in sheets.

















CONNECTICUT AIRPORT AUTHORITY










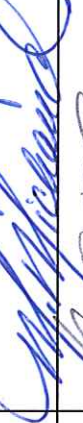






IFB No. 2014-004

Mandatory Pre-Bid Sign In Sheet

Bradley International Airport

Tuesday, June 15, 2014

Name	Company	Signature	E-mail	Primary POC (y/n)
Peter Doerfler	Capitol Cleaning Contractors		<i>petercapitolclean.com</i>	<i>No</i>
David Sasinouski	Charter Oak Building Maintenance			
Frederick Gamber	Choice Service Solutions, LLC		<i>FRICK GAMBER @ CHOICE SERVICE SOLUTIONS LLC, COM</i>	
Patrick West	Cliffhangers			
Javin Gore	Cliffhangers		<i>Javin @ Cliffhangers.com</i>	
Ken Frey	Corporate Building Services			
Jonathan L. Kessler	Guardian Service Industries, Inc.		<i>Jkessler@guardian-service.com</i>	
Glenn Sweet	Guardian Service Industries, Inc.		<i>GSweet@guardian-service.com</i>	
Erik Maltby	ISS Facility Services		<i>ERIK.MALTBY@US.ISSWORLD.COM</i>	<i>N</i>
Lawrence Steven Kreitman	ISS Facility Services		<i>Larry.Kreitman@us.issworld.com</i>	<i>N</i>
William Wade Bartlett	ISS Facility Services		<i>Wade.bartlett@us.issworld.com</i>	<i>Yes</i>
Jay Green	KeeClean Management		<i>JAY.GREEN@KEECLEAN.COM</i>	
Andrew Jang	KeeClean Management		<i>ANDREWJANG@KEECLEAN.COM</i>	
Thomas LeForce	Kleen-Tech Services		<i>TheForce@kleentech.com</i>	<i>Yes</i>
Nestor Callejas	Manhattan Maintenance Company		<i>ncallejas@manhattanmaintenance.com</i>	
Geneen Grazioli	Modern Facilities		<i>ggrazioli@modernclean.com</i>	<i>Yes</i>

Name	Company	Signature	E-mail	Primary POC (y/n)
Joanne Newman	Modern Facilities		joanne@modernfacilities.com	
Richard Capozzi, Jr.	New Haven County Window Cleaners		nhcountyunclw@nhcountyunclw.net	
David Berthold	Performance Environmental		DBERTHOLD@PERFORMANCEENV.COM	
Julissa Dela Rosa Diaz	Quality Floorshine Corp.		Julissa@QualityFloorshine.net	Yes
George Jacob Nagel	Quality Floorshine Corp.			
Daniel Fitzgerald Shea	S J Services		danielshea@sj-services.com	Y
Jose M. Vazquez Lugo	Sanitary Maintenance Services		SM5JOSEVASQUEZ@SM5JOSEVASQUEZ.COM	
Maureen Fortin	Sanitary Maintenance Services		OFFICE@smshousekeeping.com	
Marion Stanley Martinez	Sanitary Maintenance Services		PATMARTINEZ@SMHOUSEKEEPING.COM	Y
Michelle Michaud	Service Management Group		MMICHAUD@SVMGMT.COM	
Scott Weintraub	Service Management Group		Siweintr@servicegroup.com	
Arthur Kalpin	Triangle Services, Inc.		AKALPIN@TRIANGLESERVICES.COM	Y
ATTENDANCE AT MEETING ONLY - NO TOUR				
Anthony LeGuidice	Corporate Building Services			
Robert H. Benedict	Temco Facility Services		bbenedict@temcofacilities.com	Y
Connor Andre Shea	S J Services, Inc.			
Richard McCabe	Richen Management LLC		richenmanagement@aol.com	Y
Tim Kim	Oriental Pacific Maint		opm@ya-hoo.com	
Wojciech PROB	SELL Local 32 BT		wpirog@sell32bt.org	



**INVITATION FOR BIDS NO. 2014-004
CUSTODIAL WINDOW CLEANING SERVICES
BRADLEY INTERNATIONAL AIRPORT
QUESTIONS AND ANSWERS**

1. Can you please clarify the hours for the site supervisor. The paperwork states that we must always have a site supervisor on premises during the weekdays and the weekend. Is it required to have a site supervisor on site 24/7 for each of the three shifts? **Yes.**
2. Can you provide the sq footage for the following three outbuildings **Refer to meeting notes.**
 1. Public Safety Building
 2. Maintenance facility
 3. Federal inspection station
3. Do you know the current man hours staffed for each of the three shifts ? **The CAA expects each bidder to provide the CAA with their staffing proposal to meet the bid specifications.**
4. Site Manager – there seems to be several references to the Site Manager position and the Supervisor/Lead position. I understand that you are asking for 1 Site Manager and appropriate number of Working Leads to cover the 24x7x365 environment. Our approach would be to have a senior level working lead serve as the main point of contact when our Site Manager isn't there. Does this align with your afore mentioned references to management and supervision ? **No.**
5. Regarding the materials that CAA provides, it does NOT include small trash liners. Who provides these? Who also provides the current paper towel dispensers and the batteries ? Does Contractor provide these? **Refer to bid document.**
6. Is the level of gloss and shine on your Terrazzo floors that was witnessed during the site walk satisfactory to what is desired? If not please share your expectations. **Refer to bid document.**
7. Restrooms – on page 13 of the RFP, it says it shall require multiple daily frequencies.....what exactly do you mean by multiple and or can you be specific in terms of the frequency ? **Sufficient to maintain the restrooms to acceptable standards.**

8. Who is the carpet manufacturer? All carpeting in the airport is from The Mohawk Group under the Lee brand name.
9. When will the mentioned Amendment discussing Bonds and or terms and conditions be published ? No later than August 1, 2014.
10. In the Terminal is there a Scope of Work, with frequencies, by shift of the duties ? No.
11. Will you accept a non-union vendor bid ? Yes.
12. There seems to be a slight difference in the annual amount you stated in the addendum # 2 and the calculated amount mentioned in #12 (monthly rate) Can you explain. This is the result of a recalculation of the Standard Wage Rates issued by supplements.
13. Who currently provides the CAA with the materials mentioned on page 9 of the invitation for bid 2014-004 ? Are these items supplied off a state bid from a local sanitary supply distributor and if so who ? Materials are procured through several vendors listed on the State's Department of Administrative Services contracts.
14. What are the parking costs per each employee or company vehicle? Refer to meeting notes.
15. Where should bidders check online for any additional information, addenda, etc.? http://www.biznet.ct.gov/scp_search/BidResults.aspx?groupid=452
16. Is there a cost to the Contractor for the Air Operations Area Driving Permit? If so, what is it? Refer to Addendum No. 1.
17. Referencing SITE MANAGER, paragraphs 1 through 4, on page 6 of the IFB, is an individual Site Manager required for each shift or is this position only for one person? Refer to 1 above.
18. Referencing TIME CLOCK on page 7 of the IFB, is a biometric time clock acceptable? Yes. Provided CAA has access to view the files.
19. Number of restrooms and number of total restrooms fixtures (toilets, sinks, urinals) for the main airport and each of the three offsite buildings See meeting notes.
20. Bid states transportation of recyclable material and trash - does this require driving the material to a remote location, if so what is the distance. No.

21. Employee parking / please advise where staff can park and the cost of parking
See meeting notes.
22. What is the square footage of the offices on the third floor of the main airport that require only five time per week cleaning **approximately 4100 s.f.**
23. Is this contract going out to bid because the term is up or because there are service deficiencies . If it is the case of deficient service can you advise what the service issues are. **Term is up.**
24. Is there a mandatory number of staffing requirements for each of the 3 shifts (Day Shift/Evening Shift/Night Shift)? **No. Contractor must provide sufficient staff to meet the bid specifications.**
25. What is the current level of staffing provided by the incumbent contractor for each of the 3 shifts, Monday through Sunday? **See No. 3 above.**
26. One Site Manager is required to be present while all work is performed. Does this mean the awarded contractor needs to employ 3 Site Managers for each of the three shift or will Lead Cleaners be responsible for each of the shifts and report directly to One Site Manager (responsible for contract)? **See No. 1 above.**
27. Can you provide past schedules of periodic work (last time VCT strip & recoat, Terrazzo work, window washing, etc)? **The required schedules can be found in the bid document.**
28. Are floor plans available? **Yes.**
29. Is there a deduction schedule? **No.** Also, can you provide historical data on past deductions to the incumbent contractor? **N/A.**
30. What is the total sqft of the Non-Contracted Areas? Was this area removed from the total net cleanable measurement given in addendum 1 (Unified terminal 260,000 sqft/Federal Inspection Station 32,000 sqft/Maintenance Facility 6,200 sqft/Public Safety Building 4,000 sqft)? The contractor is responsible throughout the building pursuant to the bid document.
31. Please clarify on the "Clean and Apply Finish to All Terrazzo Surfaces". Does it involve diamond abrasion process? **No.** What is the current maintenance and restorative plan? **Refer to the bid document.**
32. Can you provide us with the list of attendees from 7/15/14's mandatory pre-bid meeting/site tour? **Attached to meeting notes.**
33. In addendum 1, answer to question #12 is that the current contractor is being paid \$196,855.80 per month. This equals to \$2,362,269.60 for the year (\$196,855.80 x 12 months). This number is contradictory to the annual value of \$2,381,479.60 given in question #2. Please clarify. **Refer to No. 12 above.**

34. Are certified payroll information required to be submitted on a monthly basis along with the invoices for payment processing? **Contractor is required to submit certified payrolls to us annually or upon our written request.**
35. Can you provide us with a copy of the incumbent contractor's past three month's certified payroll information? **This information is not available.**
36. Recycling- How is this handled? **CAA expects the Contractor to dispose of recycling materials in the provided containers.**
37. Are we responsible to clean both the interior and exterior of the windows? **Yes.**
38. Power washing the front entrance, does this include gum removal? **Yes.**
39. Are we responsible to clean the skywalk between the parking lot and terminal? **No.**
40. Do we police the parking lot space? **No.**
41. How many units are inside the terminal (sinks, toilets and urinals)? **See meeting notes.**
42. When will we receive the insurance bond addendum? **See No. 9 above.**
43. When you listed the monthly and annual cost in addendum 1, did that include state sales tax? **CAA is tax exempt.**
44. Can we get the monthly and annual window cleaning cost as we did for the janitorial services? **This is included in the overall contract value.**
45. Can we please get the complete staffing list and seniority report? **This information is not available.**
46. Is there a mandatory number of staffing requirements for each of the 3 shifts (Day Shift/Evening Shift/Night Shift)? **See No. 24 above.**
47. What is the current level of staffing provided by the incumbent contractor for each of the 3 shifts, Monday through Sunday? **Contractor must provide sufficient staff to meet the bid specifications.**
48. One Site Manager is required to be present while all work is performed. Does this mean the awarded contractor needs to employ 3 Site Managers for each of the three shift or will Lead Cleaners be responsible for each of the shifts and report directly to One Site Manager (responsible for contract)? **See No. 1 above.**
49. Can you provide past schedules of periodic work (last time VCT strip & recoat, Terrazzo work, window washing, etc)? **See No. 31 above.**

50. What is the current wage rate for the Site Manager? Refer to the Department of Labor for the Standard Wage Rate information.
51. Are we responsible for snow removal? **No.**
52. Are the terrazzo floors waxed? **No.**
53. How many vehicles are currently being used? ? **Contractor must provide sufficient vehicles to meet the bid specifications.**
54. I do have one question concerning information in Addendum No. 001 that you handed out. On Question # 7, you listed the monthly price being paid to the current contractor. Am I correct to assume that this is for work being performed only in Terminal 1 and not in Terminal 2 due to construction? **There is no Terminal 2. All work being performed is in Terminal A and the outlying buildings.**
55. Please specify that per Section 31-57f (h) of the Connecticut General Statutes, the Contractor shall be required to "retain, for a period of ninety days, all employees who had been employed by the predecessor to perform services under such predecessor contract, except that the successor contract need not retain employees who worked less than fifteen hours per week or who had been employed at the site for less than sixty days. During such ninety-day period, the successor contract shall not discharge without just cause an employee retained pursuant to this subsection. If the performance of an employee retained pursuant to this subsection or [section 4a-82](#) is satisfactory during the ninety-day period, the successor contractor shall offer the employee continued employment for the duration of the successor contract under the terms and conditions established by the successor contractor, or as required by law." **Bidders are required to follow the provisions of 31-57f(h) as far as retaining employees for 90 days.**
56. Please specify that the workers currently performing cleaning services under contract with the Connecticut Aviation Authority are covered by a Collective Bargaining Agreement with SEIU 32BJ and provide bidders with a copy of the current Collective Bargaining Agreement. **No. The CAA is not a party to such a collective bargaining agreement, nor is an entity's participation in such a collective bargaining agreement a prerequisite to bidding or being awarded a contract.**
57. Please indicate the number of staff positions currently performing the work under the contract. **Refer to No. 3 above.**
58. Can you provide the current staffing plan? **Refer to No. 45 above.**
59. Are there any changes in the scope of work of this bid to the current contract? **Yes.**